

ZONING COMMISSION
125 EAST AVENUE
P.O. BOX 5125
NORWALK, CONNECTICUT 06856-5125

Revised January 1, 2018

SECTION 118-1451 SITE PLAN REVIEW APPLICATION INSTRUCTION

A. APPLICATION INFORMATION (11 copies of all documents required)

1. Owner of record and owner's address: All applications must include the signature of the applicant and, if the applicant is not the owner, the signature of the owner(s) of record. If the applicant is unable to obtain the signature of the owner(s) on the application form, a letter of authorization signed by the property owner(s) may be submitted instead.

Hillcrest Partners LLC
131 Rowayton Avenue
Norwalk, CT 06853

2. Applicant's name and address

Hillcrest Partners LLC
c/o Carmody Torrance Sandak & Hennessey
707 Summer Street
Stamford, CT 06901
Attn: William J. Hennessey, Jr.

3. Address of property

143 Rowayton Avenue, Norwalk, Connecticut

4. Assessor's Map No.

Map No. 9 SE

5. District, Block & Lot No.

6-1E-2-0 through 6-1E-2-6.

6. Zoning District

Rowayton Avenue Village District

7. Plan of Conservation and Development designation

Mixed Use - Village

8. Land Record Map No.

Map No. 6960

9. List all adjoining property owners and all property owners directly across the street

from the subject property.

See Schedule B attached hereto.

10. Existing Use (s)

See Schedule A attached hereto.

11. Proposed Use (s) - Include written description of proposed uses

See Schedule A attached hereto.

12. Written legal description of subject property

See Schedule C attached hereto.

13. **Property Taxes: Public Act No. 95-320** requires that approval of building applications be withheld when taxes are delinquent for a property. Please stop at the Tax Collector's Office (Room 105) to get written confirmation of your tax status before submitting an application for zoning approval. Copies of the form are available in the Planning & Zoning and Tax Collector's Office.

See Schedule D attached hereto.

14. **FEE: Four Hundred and ten dollars (\$ 410.00) application fee** - Payment of this application fee must be made by credit or debit card *only*; cash and checks are not accepted. (Fee includes \$60 for State of Connecticut land use processing fee).

Fee to be paid upon filing.

B. SITE PLAN REVIEW INFORMATION (4 copies required)

1. **Aerial Photograph/Photogrammetry** (1" = 100' or 1" = 200' for very large sites) of

neighborhood including area within 500' of project site boundaries, showing boundaries of site, - title, scale, date photo was taken, north arrow, and all street names. (Request prints for most current year available from D.P.W., one copy required).

See Aerial Location Map prepared by Beinfield Architecture, dated December 11, 2020, entitled "Aerial Location Map, A0.95."

2. **Site Survey (1" = 30' or 1" = 20')** Class A-2 prepared and sealed by Licensed Land Surveyor showing following existing data or facilities (4 copies required) :

See enclosed survey prepared by William W. Seymour & Associates, P.C., entitled "Topographic & Zoning Location Survey Prepared for Charles P. Eaton, 143 Rowayton Avenue, Norwalk, Connecticut," dated June 1, 2020, revised to November 18, 2020.

3. **Project Site & Utility Plans (1" = 30' or 1" = 20')** prepared and sealed by a Registered Architect, Landscape Architect, Registered Professional Engineer, and/or Licensed Land Surveyor as appropriate showing following proposals (4 copies required) :

See enclosed Project Site & Utility Plans prepared by Kousidis Engineering, LLC, dated December 11, 2020 entitled:

- "Site Layout Plan;"
- "Grading, Drainage & Utilities Plan;" and
- "Sediment & Erosion Controls Plan."

4. **Building Plans, Elevations & Sections** (Scale 1/8" = 1' 0" or larger) prepared and sealed by a Registered Architect or Professional Engineer showing the following proposals (new & existing buildings to remain) (4 copies required) :

See enclosed Building Plans, Elevations & Sections, prepared by Beinfield Architecture, LLC, dated December 11, 2020 entitled:

- "Title Sheet, A0.00;"
- "Rendering Looking North West, A0.60;"
- "Rendering Looking North East, A0.61;"
- "3D Massing Views, A0.65;"
- "FAR Diagramatic Plans, A0.70;"
- "Public Access Diagram, A0.71;"
- "View Corridor Diagram, A0.72;"
- "Flood Vent Plan, A0.74;"
- "Material Reference Board, A0.75;"
- "Material Reference Board, A0.76;"
- "Architectural Site Plan, A0.90;"
- "Aerial Location Map, A0.95;"
- "Basement Plan, A1.00;"
- "First Level Plan, A1.10;"
- "Second Level Plan, A1.20;"

- “Half Story Plan, A1.30;”
- “Roof Plan, A1.40;”
- “East Elevation, A2.00;”
- “South Elevation, A2.10;”
- “West Elevation, A2.20;”
- “North Elevation, A2.30;”
- “Elevations, A2.40;” and
- “Sections, A3.00.”
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5. Additional Information Required:

a. Lot coverage and parking space computations

See enclosed plan prepared by Beinfield Architecture, LLC, dated December 11, 2020, entitled “Title Sheet, A0.00.”

b. Detailed soil erosion and sediment control plan per Article 112

See enclosed Drainage Analysis prepared by Kousidis Engineering, LLC, dated December 11, 2020, entitled “Drainage Analysis, Located at 143 Rowayton Avenue Norwalk, Connecticut.”

c. Gross building area computations by floor (and unit, if applicable)

See enclosed plan prepared by Beinfield Architecture, LLC, dated December 11, 2020, entitled “Title Sheet, A0.00.”

- d. Storm drainage computations (11 copies and a PDF file copy required)

See enclosed Drainage Analysis prepared by Kousidis Engineering, LLC, dated December 11, 2020 entitled "Drainage Analysis, Located at 143 Rowayton Avenue Norwalk, Connecticut."

- e. Three-dimensional, architectural block model of proposed building(s) and site, at same scale as site plans, if requested by Commission. For large scale developments, a digital media presentation is required for public hearings, with one printed copy to be submitted for the file, if requested by Commission.

See enclosed plan prepared by Beinfield Architecture, LLC, dated December 11, 2020, entitled "3D Massing Views, A0.65;"

The Applicant requests a waiver from providing a three-dimensional block model.

- f. Traffic Report (11 copies and a PDF file copy required)

A Traffic Report prepared by Milone and MacBroom will be filed under separate cover. It should be noted that the Applicant proposes converting office space to four (4) residential units.

Office of the State Traffic Administration application : Where required by the CT. General Statutes, a copy of the Office of the State Traffic Administration (OSTA) application must be submitted as part of this application.

N/A

6. Deadline for application submittals: The applicant must submit all documentary evidence in support of the application to the Commission no fewer than ten (10) days prior to the day of the hearing or any reconvening thereof.

7. Signs

No signage proposed at this time.

8. Notification of Neighbors

Applicant shall notify owners of neighboring properties in accordance with the Building Zone Regulations of the City of Norwalk.

9. Payment for Legal Notice Publication

Applicants shall be responsible for payment for the publication of three legal Notices in the HOUR newspaper. Two notices will advertise the application's public hearing date and one will advertise the Commission's action on the application.

The Planning & Zoning staff will provide the required legal notices to The Hour. Applicants must contact The Hour at the address given below to arrange for payment of the required notices in advance of their publication date.

Connor Wack, Classified Advertising Manager
Hearst Media Services Classifieds Department
The Hour
301 Merritt 7 Suite 1 Norwalk, CT 06851-1075
Email legals@hearstmediact.com
Phone: (203) 330-6327

10. **Expert Testimony at Public Hearings** : It shall be the applicant's responsibility to furnish the resumes, ten (10) days in advance of a public hearing (if required), of those person(s) who will provide expert testimony to the Zoning Commission.

- N.B. 1. The Commission reserves the right to require any further plans or documentation which in its judgement may be necessary for the proper exercise of its responsibilities under the terms of Section 118-1451 of the Building Zone Regulations of the City.
- N.B. 2. **NO APPLICATION WILL BE ACCEPTED BY THE COMMISSION UNTIL IT IS COMPLETE AND DOCUMENTED AS SPECIFIED ABOVE.** The applicant is encouraged to review his application with the Planning and Zoning Staff prior to the date of submission to facilitate expeditious administration of the application, and to insure that all necessary information and documentation is included.
- N.B. 3. Upon written request, the Commission may waive any of the requirements of a Site Plan Review application where such requirements are inappropriate or do not apply.
- N.B. 4. **Applicant shall submit four complete copies of plans** accompanying Site Plan Review application.

Revised August 28, 1986 - Effective Sept. 3, 1986

Revised Sept. 16, 1987 - Effective Sept. 28, 1987

Revised Dec. 21, 1988 - Effective Dec. 30, 1988

Revised May 17, 1989 - Effective May 25, 1989

Revised Oct. 24, 1989

Revised Feb. 2, 1990

Revised Oct. 27, 1995

Revised March 20, 2002 - Effective March 29, 2002

Revised August 20, 2003 - Effective August 29, 2003

As revised to January 9, 2004 with new state land use fee.

As revised to August 9, 2004 with new state land use fee.

As revised to September 21, 2005 to request architectural model - Effective September 30, 2005

As revised effective March 24, 2006 with new application fee.

As revised effective May 26, 2006 to add STC requirement and 10 day hearing deadline.

As revised effective May 29, 2009 to add expert testimony requirement.

As revised effective Oct 1, 2009 to add new state land use fee.

As revised effective April 25, 2011 to revise reference from recycling coordinator to Waste Program Manager